



NATIONAL CITY PUBLIC LIBRARY

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APRIL 1986

STATEMENT OF GENERAL POLICY AND SELECTION CRITERIA

SPANISH MATERIALS SELECTION POLICY

LIBRARY BILL OF RIGHTS

FREEDOM TO READ STATEMENT

NATIONAL CITY PUBLIC LIBRARY

STATEMENT OF GENERAL POLICY AND SELECTION CRITERIA

I. GENERAL POLICY

The National City Public Library has been established to serve the needs of all the people in the community. In general terms, the library must provide its users with material to further their formal education and continuing self-education, to assist business and local government with sources of information, to fill leisure time and recreational interests, and to help with the cultural growth of the area. In fulfilling its obligations, the library must do more than merely make its holdings available. Among these responsibilities, it must:

1. Take active measure to promote and encourage the use of its resources.
2. Inform the community of library services that are available and develop new services to cope with future demands and changing conditions.
3. Provide ready access to all of the material in the collection through efficient classification and display of its holdings.
4. Offer a courteous, friendly, and responsive attitude in helping all of the library's users.

In addition to these general obligations, the library must pay particular attention to develop service for young borrowers, so that a foundation can be established within this group for future library usage.

Finally, it must also take on an archival function to preserve the past history of National City by gathering and collecting documents and materials of an historic nature for use by researchers, scholars, and historians.

II. SELECTION CRITERIA

Material selection covers traditional formats such as books, newspapers, and periodicals, as well as the newer non-print media including phono-records and cassette tapes, films, videocassettes, microfiche, and other forms adaptable to computerized retrieval systems.

The quantity and diversity of new material available each year prohibits the acquisition of everything that is published. It is therefore necessary to be selective in choosing library materials. Such selection is not to be confused with protective censorship. It is not the librarian's role to act as an arbiter of public tastes and thus determine what is "acceptable", nor can any one person protect others from material which some might consider objectionable. In a free society there is always room for a wide range of opinions and viewpoints. The library must seek to achieve a balance of views in building its collection so that on issues of public concern--- particularly those generating controversy—all sides to a given question will be equally represented.

The desire to present all viewpoints should not be construed as a license to cater to commercialism or sensational tastes. Material should be chosen taking into account the following factors:

1. Demand or interest expressed by the library's users.
2. Prevailing standards in the community at large.
3. Relation to other holdings in the collection.
4. Accuracy of contents.
5. Authoritativeness of the author.
6. Review media and critical commentary.

As any selection policy is subject to individual questioning from time to time, it should be noted that these principles reflect the American Library Association's "Freedom to Read" statement endorsed by the Association's Council and the Board of Directors of the American Book Publisher's Council of the American Library Association. These two documents are included as attachments to this policy statement.

National City Public Library

SPANISH MATERIALS SELECTION POLICY

Goal

The National City Public Library has been established to serve the needs of all the people in the community. Because a large segment of the population of National City is Spanish speaking, the library must provide for the informational, educational, and recreational needs of these users as well.

Scope

Reflecting NCPL's general book selection policy, the library does assume the responsibility to:

- 1) Take active measure to promote and encourage use of the Spanish Collection.
- 2) Inform the Spanish community of library materials in Spanish.
- 3) Provide access to these materials through efficient cataloging and classification of materials in Spanish.
- 4) Offer courteous, helpful and responsive assistance by Spanish-speaking staff.

Selection Guideline

Responsibility for materials selection is shared jointly by the adult reference librarians and the children's Librarian with the assistance of other Spanish-speaking staff.

The general guidelines for selection of materials are as follows:

- 1) Popular demand or interest by the Spanish-speaking community will be the determining factor.
- 2) Periodic evaluation and weeding of the collection, both adult and juvenile, will determine subject areas that need updating or replacement.
- 3) An effort will be made to purchase materials in the most durable format available; however, because of the Hispanic Publishing industry, poor format will not deter

purchase of material if it is not available in other forms. Every effort will be made to find suitable materials and put plastic jackets or other reinforcement on paper bound materials.

- 4) Actual books and audio-visual materials can be selected from:
 - a. Journals with reviews of Spanish language materials;
 - b. Publishers announcements and catalogs;
 - c. Book jobbers' catalogs;
 - d. Periodic trips to bookstores that specialize in Spanish language materials. This has an added advantage of allowing books to be actually examined and evaluated before purchase;
 - e. Sales representatives with special Spanish titles from U.S. publishers.
- 5) Special emphasis will be placed on obtaining materials that are culturally relevant to the Spanish-speaking community in National City. This means preference will be given to purchasing materials published in Mexico, Latin America or the U.S.A.; however, this does not preclude purchasing materials published in Spain or Europe.
- 6) Special effort will be made to purchase materials free of racial, ethnic, and sexist stereotypes.